



**Tennessee Arts Commission - Guidelines
Individual Artist Fellowships (IAF)
Fiscal Year 2014**

Deadline: Monday, January 28, 2013 at 4:30 p.m. (CST)

DESCRIPTION

Fellowships provide monetary awards to outstanding professional artists and design professionals, i.e. those individuals who by education, experience, or natural talent engage in a particular art form or discipline, and live and work in Tennessee. To qualify, an artist must be financially compensated for his or her work, and this compensation must be a significant source of support for their livelihood.

No matching funds are required and no specific project has to be carried out with the funds.

The Commission anticipates that each fellowship will be awarded \$5,000.

In the coming year, the Tennessee Arts Commission may award up to two (2) fellowships each in Craft, Design, Media, Visual Art, Dance, Music, and Theater, as well as three (3) in the Literary category.

ELIGIBILITY

Fellowship applicants must reside in Tennessee and be professional practicing artists of exceptional talent working in their chosen discipline.

Fellowship applicants must be at least 18 years of age and be legal residents of Tennessee at the time of application with a Tennessee mailing address.

Proof of residency will require a valid Tennessee voter registration card or a legal State of Tennessee driver's license. Applicants may be requested to submit a copy of their most recently filed Federal Income Tax Form 1040, if there is a question concerning legal residency.

Individuals may apply in only one fellowship category each fiscal year.

Those **not** eligible to apply include: past fellowship and partial fellowship recipients, minors (individuals under 18 years of age), full-time students (elementary, secondary, college, or university), full-time State of Tennessee employees (other than instructors on the faculties of state-supported educational institutions), Commission or staff members or members of their families.

TAC STAFF CONTACT

For Literary Arts: Lee Baird, lee.baird@tn.gov, (615) 532-0493.

For Performing Arts: Music, Theater, Dance: Hal Partlow, hal.partlow@tn.gov or (615) 532-9801.

For Visual Arts, Craft, Media, and Design: Julie Horn, julie.horn@tn.gov or (615) 532-9798.

EVALUATION CRITERIA

Out of state adjudicators who are professionals with expertise in your discipline will review all the applications submitted in your category. The primary evaluation criterion **is artistic excellence**

based on work samples you submit with the application. Specific instructions on what and how to submit discipline based supporting and work materials are at the end of this document. In making final recommendations, adjudicators may also take into consideration the artistic statement, and other portions of the application.

DEADLINE & HOW TO APPLY



1. Complete a “2014 TAC Individual Artist Fellowship Application” [eGrant](#) application online and submit by **Monday, January 28, 2013, at 4:30 p.m. (CST)**.
2. Print a copy of the submitted eGrant application, utilizing the yellow “View” button on the Main Menu of the eGrant system. NOTE: Once printed, if text boxes are still visible or if the application has “DRAFT” printed across each page, then the application is printed incorrectly. **You must print in the “VIEW” mode after submitting online.**
3. Collate and stack your application as indicated below.
4. Mail (with postmark) or hand-deliver one original and the appropriate number of copies of your printed eGrant application along with all discipline based supporting materials (See below.) to the Tennessee Arts Commission at 401 Charlotte Avenue, Nashville, TN, 37243-0780 by **Monday, January 28, 2013 at 4:30 p.m. (CST)**.

NOTE: An application does not meet the deadline and will NOT be considered eligible until both the electronically submitted eGrant and printed copies are received by the Tennessee Arts Commission.

HOW TO CREATE AN eGrant ACCOUNT AND COMPLETE AN eGrant APPLICATION






Access the online [eGrant](#) application by clicking on the link or by accessing the application through the Commission’s home page at tn.gov/arts.

LOG-IN & PASSWORD

Individuals should use the same log-in and password for ALL applications submitted to the Tennessee Arts Commission. Do NOT create separate log-in and password information for each application! For new applicants, click the [Registration Instructions](#) provided on the eGrant home page for creating an account.

CREATING AN APPLICATION

Once you have logged in, you will need to create a new application. Scroll down to the bottom of the page where you will see a drop down box. Use the drop down box to select the Individual Artist Fellowship application. Then click the “Create New Application” box. After clicking “Create New Application,” you will then see the new application appear. It will resemble something similar to the following:

2014 TAC Individual Artist Fellowship (ID: XXXXX)	Application – IAF	Rolling Work					
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To the left, you will see the name of the application you are working on along with an ID number. Toward the right, you will see the words “Rolling Working.” This means the application has not been completed. Once you have finished the application, you will notice that “Rolling Working” changes to “Submitted.” This verifies that the application has been submitted to the TN Arts Commission.

To the far right, you will see five different colored buttons:

- Click on the **black** "EMAIL" button to reach technical support.
- Click on the **blue** "GUIDES" button to access all grant guidelines.
- Click on the **yellow** "VIEW" button when it's time to print the application.
- Click on the **green** "EDIT" button to open and begin working in the application. *(If you decided to stop and go back to the application at a later time, you will always click the **green** EDIT button to reenter the application.)*
- Click the **red** "DELETE" button to delete applications that you are no longer using.

START WORKING IN THE APPLICATION

To get started working in the application, click the **green** EDIT button. This will open the application so that you may begin working.

SECTION I: APPLICANT PROFILE

Provides contact information including your physical and mailing addresses, phone numbers and email address. Answer the following questions by selecting the appropriate response in the drop down menu or by inputting the correct information.

Grant Category for this Application: Use the drop down box to select "Individual Artist Fellowship".

Individual Artist Fellowship Category: click on the right hand side for a drop down box that will list all categories that are offered for this year. Choose the correct category that best fits your work.

Grantee Race: Choose the appropriate response.

Applicant Legal Name: This should be the name that is on your TN Driver's License or your Voter Registration card.

Mailing Address: This is where all correspondence from the Commission will be sent to. Use the most current and correct mailing address, including nine-digit zip code which can be found at: <https://tools.usps.com/go/ZipLookupAction!input.action>.

Email Address: Use the most current email address that you regularly check in case the Commission needs to contact you via email.

Daytime Phone: Use the most current phone number with an active voicemail account in case the Commission needs to contact you via phone.

Evening Phone: Required, if different from daytime phone number.

Physical Address: Leave blank unless different from mailing address. *NOTE- If this IS different from your mailing address, it needs to be a legal residence in the State of Tennessee.

Legislative Districts: Provide legislative district numbers **based on your physical address**, NOT mailing address. If unsure about your district numbers, contact your county election commission or go to <http://votesmart.org/>. Do NOT type the name of your senator or representative. Indicate the correct legislative district numbers only.

Next, click the appropriate button. "Save Your Work" allows you to save inputted information and come back to it later. "Save & Next" will save your information and take you to the next section of the application.

SECTION II: REQUIRED DOCUMENTS

Skip this section. There are no Required Documents for the IAF Application that need to be downloaded online.

SECTION III: VERIFICATION & SUBMISSION of your eGrant Application

To submit and print your eGrant application, click the **SUBMIT MY DATA** button.

NOTE: If there are errors in the application, you will see a “Go fix it!” message. Click on the “Go fix it” link to be taken back to the specific issue in the application. You will NOT be able to submit the eGrant until all errors have been corrected.

Once you have corrected errors and hit the “Submit My Data” button, you will receive an email confirmation that your eGrant has been received by the Tennessee Arts Commission. **SAVE THIS EMAIL** in case you need to provide verification that the grant application was submitted.

HOW TO PRINT YOUR eGrant APPLICATION

Go back to the **Main Menu** and print a copy of the completed eGrant application and submitted it electronically. Once in the main menu, select the **yellow** “VIEW” button next to your application. A PDF version of your application will appear. Print from your browser. Once you have printed out a hard copy of the eGrant application, which includes the Applicant Profile (page 1) and Assurances page (page 2), **sign** the assurance page in blue or red ink.

NOTE: Once the application is printed, if **text boxes** are still visible, the application is printed incorrectly – **you must print from the yellow VIEW button**. If “DRAFT” is printed across each page, go back into your application (using the **green** edit button) and click **SUBMIT MY DATA** after completing the application. Failure to make these corrections will make your application ineligible. **You must print in the “VIEW” mode for the application to be accepted.**

ADDITIONAL INFORMATION

All applicants need to provide the following collated after the two page eGrant application:

1. A photocopy of applicant's Tennessee voter's registration card, or a legal and valid Tennessee driver's license.
2. A current professional artist resume or Curriculum Vita (This statement is not required of Architecture applicants)
3. An artistic statement, not to exceed one page, in which you describe your work and artistic intention for the adjudicator. This short statement should provide background information and influences on your body of work, overall artistic philosophy, and a brief history of your development as an artist. (This statement is not required of Architecture applicants).

DISCIPLINE BASED SUPPORTING AND WORK MATERIALS

Each discipline requires specific supporting and work samples in addition to the hardcopy submissions of your application. Find the discipline for which you are applying and provide the supporting and work samples required. Following each discipline you will find a diagram for collating your application.

Visual Arts

Craft.....	pg 5
Design (Architecture).....	pp 5-6
Media (Film/ Video, and Photography)	pp 6-7
Visual Art (Two-Dimensional Work)	pg 7

Performing Arts

Dance (Choreography).....	pg 8
Music (Composition).....	pp 8-9
Theater (Playwriting).....	pg 9

Literary Arts

Literary (Fiction/Creative Nonfiction and Poetry).....	pg 10
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CRAFT

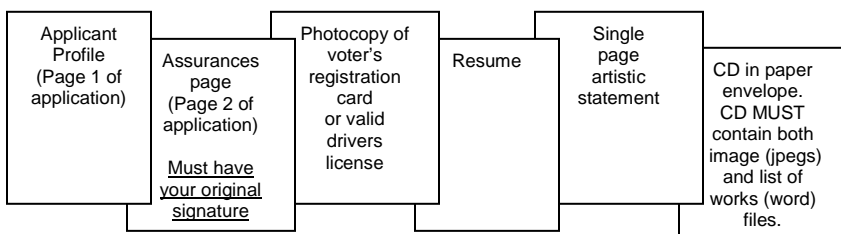
Included with the hardcopy application requirements, you must also submit:

A CD clearly labeled with the artist's name and contact information that contains the following supporting and work samples. (The CD should be sent in a PAPER sleeve. **NO OTHER SLEEVES WILL BE ACCEPTED**):

1. Ten digital images of recent work (created within the past three years) formatted as JPEGs. Only electronic images on CD are acceptable. Images should be no more than 300 dpi (1500 pixel maximum in one direction) and should be labeled in number order and with the title of the piece.
2. A Microsoft Word document that contains a list of all the works submitted in numbered order that corresponds to the JPEGs which includes the following information for each image: title of the work, medium, dimensions and date.

DIAGRAM FOR COLLATING GRANT APPLICATIONS

Submit a total of **two** complete applications, arranged as shown (at least one with and original signature on application). No folders please. Materials will not be returned:



Note: applications should be copied single-sided and stapled in the upper left hand corner.

DESIGN (Architecture)

One fellowship will be awarded to a TN architect who demonstrates excellence in design through their work related to commercial, corporate, institutional or residential building projects either built or unbuilt.

ADDITIONAL INFORMATION

All **architecture** applicants need to provide the following collated after the two page eGrant application:

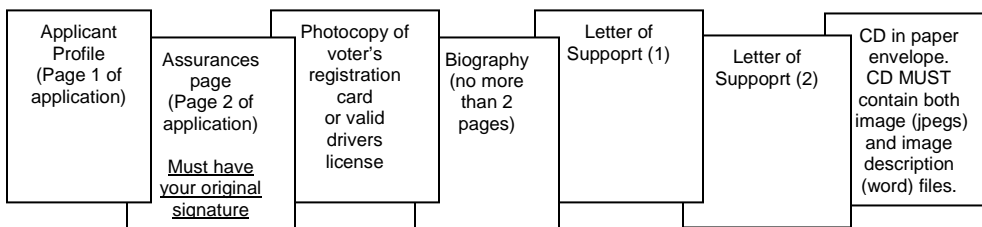
4. A photocopy of applicant's Tennessee voter's registration card, or a legal and valid Tennessee driver's license.
5. A biography of the architect applicant, not to exceed two pages. Include pertinent information such as education, positions, honors, list of offices held, or publications.
6. Two letters of support, not to exceed one page each. Please be specific in discussing reasons why the applicant should receive the fellowship. (These need to be written on company letterheads with signatures)

A CD clearly labeled with the architect's name and contact information that contains the following supporting and work samples. (The CD should be sent in a PAPER sleeve. **NO OTHER SLEEVES WILL BE ACCEPTED**):

1. Ten digital images (formatted as JPEGs) of exhibits. Only electronic images on CD are acceptable. Images should be no more than 300 dpi (1500 pixel maximum in one direction) and should be labeled in number order. These images can include photographs, drawings, site plans, floor plans, sections or elevations of projects in which the applying architect has played a significant role in the creation.
2. A Microsoft Word document that is a one-page description of the images provided.

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Note: applications should be copied single-sided and stapled in the upper left hand corner.

MEDIA (Film/Video and Photography)

Film and Video Artists ONLY

1. **A high-quality DVD clearly labeled with the artist's name, contact information and title of works that it contains.** (The DVD should be sent in a PAPER sleeve. **NO OTHER SLEEVES WILL BE ACCEPTED**). DVD must contain samples of at least three (3) of your most recent works (created in the past three years). **The work samples provided should reflect applicant's individual artistic expression rather than work produced for commercial production purposes.** The entire length of the DVD can be no longer than 20-minutes.
2. A one page typed description of the work samples submitted. Also include production credits and any technical considerations important to the juror's understanding of the work.

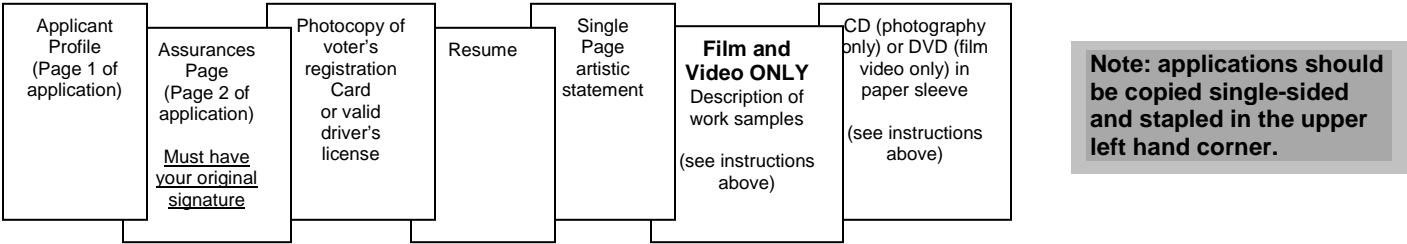
Photographers ONLY

A CD clearly labeled with the artist’s name and contact information that contains the following supporting and work samples. (The CD should be sent in a PAPER sleeve. **NO OTHER SLEEVES WILL BE ACCEPTED**):

- 1. Ten digital images of recent work (created within the past three years) formatted as JPEGs. Only electronic images on CD are acceptable. Images should be no more than 300 dpi (1500 pixel maximum in one direction) and should be labeled in number order and with the title of the piece.
- 2. A Microsoft Word document that contains a list of all the works submitted in numbered order that corresponds to the JPEGs which includes the following information for each image: title of the work medium, dimensions and date.

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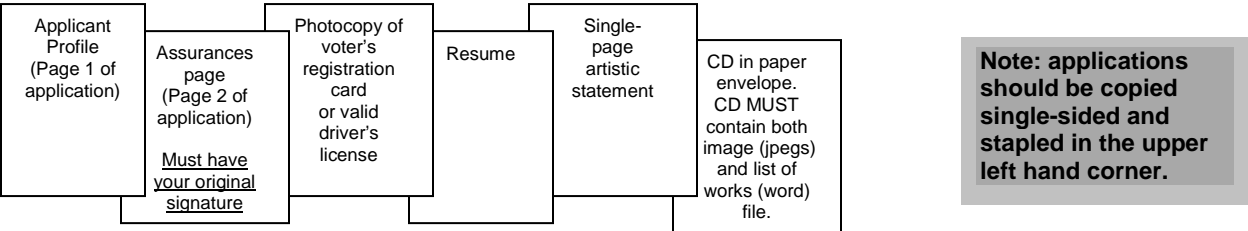
VISUAL ART (Two-Dimensional Work)

A CD clearly labeled with the artist’s name and contact information that contains the following supporting and work samples. (The CD should be sent in a PAPER sleeve. **NO OTHER SLEEVES WILL BE ACCEPTED**):

- 1. Ten digital images of recent work (created within the past three years) formatted as JPEGs. Only electronic images on CD are acceptable images should be no more than 300 dpi (1500 pixel maximum in one direction) and should be labeled in number order and with the title of the piece.
- 2. A Microsoft Word document that contains a list of all the works submitted in numbered order that corresponds to the JPEGs which includes the following information for each image: title of the work, medium, dimensions and date.

DIAGRAM FOR COLLATING GRANT APPLICATIONS

Submit a total of **two** complete applications, arranged as shown (one with and original signature on application). No folders please. Materials will not be returned:



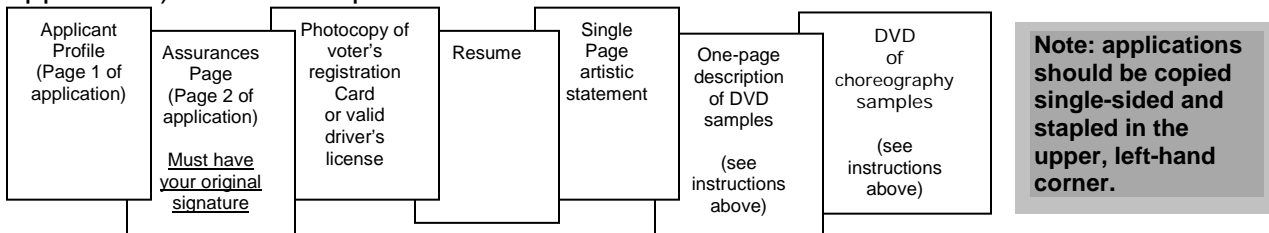
DANCE (Choreography)

Choreography

1. A one-page, **typed narrative description** of the artistic approach to DVD sample pieces (include the title of the work and the date and location of the rehearsal/performance).
2. **A high-quality DVD**, clearly labeled with your first initial and last name, of two (2) examples of your choreography created in the past three years.
 - Samples may be from a rehearsal and/or production
 - Samples must not exceed ten (10) minutes each, or twenty (20) minutes total.
 - Samples may be different moments from the same production.
 - DVD must be submitted in a paper sleeve. **NO OTHER DVD SLEEVES WILL BE ACCEPTED.**
 - DVDs that do not play for adjudicators will be disqualified.

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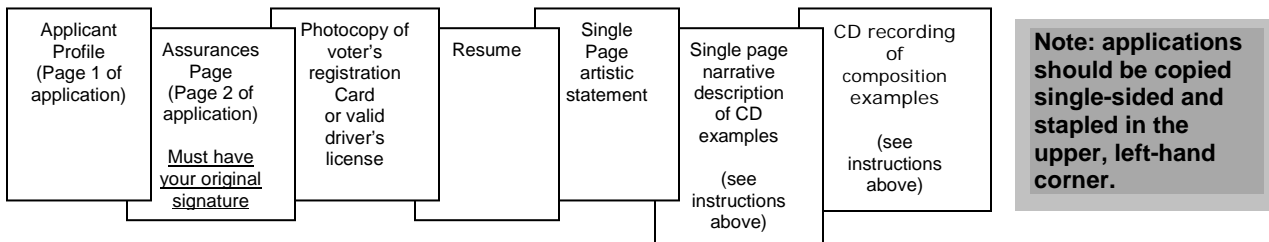


MUSIC (Composition)

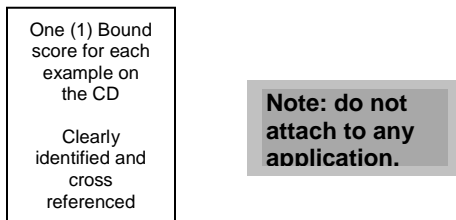
1. A one-page, **typed narrative description** of the artistic approach for all examples on the CD recording (include the title of the work and the date and location of the performance).
2. **A high quality CD recording**, clearly labeled with your first initial and last name, of two (2) composition samples by the applicant. CD recordings must be from compositions written and performed within the last three (3) years.
 - Samples must not exceed fifteen (15) minutes each, or thirty (30) minutes total.
 - Samples may be different movements from the same composition.
 - CD must be submitted in a paper sleeve. **NO OTHER CD SLEEVES WILL BE ACCEPTED.**
 - CDs that do not play for adjudicators will be disqualified.
 - Clearly label the CD with your first initial and last name.
3. **Bound musical scores** for each example on the CD. Scores should not be attached to any application, should be clearly marked, and under all the other application materials.

DIAGRAM FOR COLLATING GRANT APPLICATIONS

Submit a total of **two** complete applications, arranged as shown (one with and original signature on application). Bound scores will be returned to the applicant after July 1, 2013 only if a self-addressed, stamped envelope is included with the submitted application.



Also submit one bound score for each of the examples on your CD recording: (Submit a total of one bound score – clearly identified and cross referenced to CD recording).



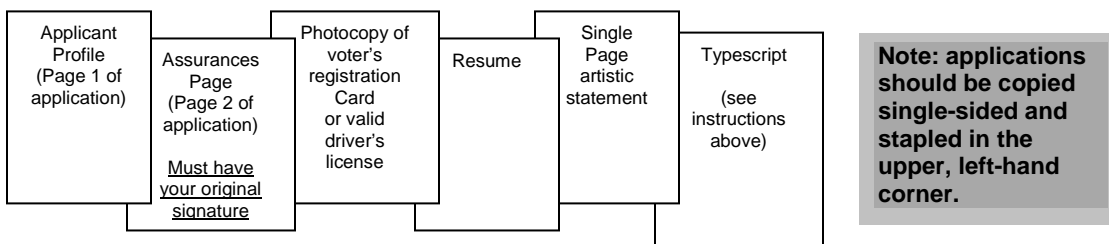
THEATER (Playwriting)

Submissions may be excerpts from one act plays or longer works. If your work is still under copyright or a translation/adaptation of nontheatrical works for the stage, it must be accompanied by a written and signed permission from the copyright holder of the original, whether it's the publisher, author or another party.

1. No more than twenty-five (25) double-spaced pages of typescript with no identifying labeling on any page.

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Submit a total of **two** complete applications, arranged as shown (one with and original signature on application). No folders please. Materials will not be returned:



LITERARY (Fiction/Creative Nonfiction and Poetry)

Fiction (submissions may be short stories or excerpts from longer works) & **Creative Nonfiction** (submissions may be in the form of critical essays, literary criticism, biography, memoir, travel writing, or other writing which applies literary skills and methods to nonfiction).

2. No more than twenty-five (25) double-spaced pages of typescript with no identifying labeling on any page.

Poetry (submissions may be in any poetic form or in free verse).

1. No more than twenty-five (25) double spaced pages or thirteen (13) single spaced pages. Previously published (typeset) works must be reverted to typescript manuscript form. Submissions with identifying markings, illustrations or other extraneous materials will be disqualified.

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